



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
Sacramento, CA 95825  
[www.ca.blm.gov](http://www.ca.blm.gov)



February 3, 2003

In Reply Refer To:  
1280(P)  
CA-946

EMS TRANSMISSION: 2/3/03  
Information Bulletin No. **CA-2003-020**

To: All California Employees  
  
From: State Director  
  
Subject: Internet Use

The purpose of this Information Bulletin is to transmit Washington Office (WO) Instruction Memorandum (IM) No. 2002-234, Unsolicited Offensive E-Mail Received by BLM Employees. The WO IM announces the BLM's implementation of an e-mail filtering application called Spam Assassin.

Spam Assassin will redirect offensive unsolicited e-mail received from the Internet to a central holding mailbox. This type of e-mail will be archived and periodically reviewed by the NIRMC Security Officer to ensure filtering effectiveness. A number of techniques are used by the Spam Assassin to identify offensive e-mail, but these techniques are not perfect and occasionally unsolicited e-mail will pass through or legitimate e-mail will be redirected.

This notification has been coordinated with both Local 951 and Local 2152. Users who suspect legitimate e-mail has been redirected can call the BLM Help Desk at 1-800-BLM-HELP.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
#1 – WOIM 2002-234

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
[www.blm.gov](http://www.blm.gov)

August 21, 2002

In Reply Refer To:  
1290 (WO560D)N

EMS TRANSMISSION 08/21/2002  
Instruction Memorandum No. 2002-234  
Expires: 09/30/2003

To: ADs, SDs, and CDs

From: Assistant Director, Information Resources Management  
Assistant Director, Human Resources Management

Subject: Unsolicited Offensive E-mail Received by BLM Employees

**Purpose:** The purpose of this policy is to assist the promotion of a safe and welcome working environment.

**Program Area:** All program areas.

**Policy/Action:** BLM has implemented an e-mail filtering application called Spam Assassin at the BLM regional nodes that redirects offensive unsolicited e-mail received from the Internet. This type of e-mail is archived and will be periodically reviewed by the NIRMC Security Officer to ensure filtering effectiveness.

**Time Frame:** This policy is effective upon receipt.

**Budget Impact:** This policy has a direct affect on the BLM budget by minimizing lawsuits filed by victimized employees and reducing employee work hours spent removing unsolicited e-mail.

**Background:** BLM employees routinely receive unsolicited e-mail (spam) that is offensive in nature. Electronic mail filtering has been implemented at the regional nodes to minimize unsolicited e-mail. BLM's firewalls redirect incoming Simple Mail Transport Protocol (SMTP) mail to the new Spam Assassin application for inspection. E-mail that is categorized as offensive is redirected to a central holding mailbox. The remaining e-mail is passed on to the SMTP mail gateways and end users. In the event of a Spam Assassin failure, all e-mail will pass unfiltered to the SMTP gateways.

A number of techniques are used by the software to identify offensive e-mail such as e-mail header analysis, text analysis, pattern recognition, and blacklists. These techniques are not perfect and occasionally unsolicited e-mail will pass through or legitimate e-mail will be redirected. The NIRMC Security Officer will review the redirected e-mail in the holding mailbox to further refine the filtering. Users who suspect legitimate e-mail has been redirected can call the BLM Help Desk at 1-800-BLM-HELP.

**Manual/Handbook Sections Affected:** DOI Part 377 DM, Telecommunications Management, dated 10/3/91 and DOI Memorandum dated June 14, 2000, BLM IM WO2001-093, Use of Government Office Equipment and Telephone Use.

**Coordination:** This policy was coordinated with WO-500, NI-100, and State CIO's

**Contact:** Please address any questions or concerns regarding this policy to Ron Strong, at (303) 236-6635, Ken Wilbert at (303) 236-6543, or Dave Cavallier at (303) 236-4014.

Signed by:  
Michael J. Howell  
Acting Assistant Director  
Information Resources Management

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560

Signed by:  
Marilyn H. Johnson  
Acting Assistant Director  
Human Resources Management